

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

25 September 1963

MEMORANDUM FOR: The Inspector General

SUBJECT: IG Survey of OCR - Comments on Personnel Relations

REFERENCE: Your memorandum, this subject, dated 5 September 1963

1. The selection of men over women candidates for senior positions in Document Division, OCR, understandably has sometimes given rise to the issue of "male supremacy" reported in your memorandum owing to the historically high proportion of women staff in this Division. Of the two branches comprising the Division, there are currently on duty  men and  women in Analysis (document indexing), and  men and  women in Dissemination Control (document distribution and records).

2. The balance at the present time between men and women supervisors in the two branches of Document Division stands as follows:

Analysis Branch - 7 officers

women supervisors: 1 branch chief - GS-14  
2 section chiefs - GS-11 and GS-7  
2 unit chiefs - GS-11  
5

men supervisors 1 section chief - GS-13  
1 unit chief - GS-11  
2

Dissemination Control Branch - 13 officers

women supervisors: 1 section chief - GS-12  
5 unit chiefs - 3 @ GS-11, 1 GS-9, 1 GS-7  
6

- 2 -

men supervisors:

1	branch chief - GS-14
3	section chiefs - 2 @ GS-13, 1 GS-12
3	unit chiefs - 2 @ GS-11, 1 GS-7
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	7

There are in addition in Document Division four positions (2 GS-12 and 2 GS-11) identified as assistants to section chiefs. All are occupied at the present time by women.

3. The situation in Analysis Branch would appear to speak for itself as far as the selection of women for senior positions is concerned. In Dissemination Control Branch the balance among the top positions currently favors male supervisors although it has not always done so in the past. One important consideration here in the search for supervisory talent is the ability to handle staff of very high seniority in relatively confining and somewhat repetitive work. Accordingly, a factor in the selection of Section Chiefs has been the existence of personality conflicts between some of the unsuccessful candidates and their prospective subordinates. All selections for professional positions over the last eight years have of course been made according to the DDI job vacancy notice system followed by OCR Career Board selection and final approval by the Assistant Director. A measure of the effectiveness of the present supervisors in Dissemination Control is that intelligence documents are being disseminated today in record speed and with an efficiency often commended by recipient analysts.

4. The assurance of equal opportunity for advancement for negro employees in Document Division, also touched upon in your memorandum, has seldom been questioned throughout the history of this activity. The third ranking member of Analysis Branch is a very capable GS-12 negro woman. There are also a unit chief and an alternate unit chief in the Division who are negroes of long and very satisfactory service.

5. Current procedures for prompt and impartial circulation of job vacancy notices in CCR have been reviewed with all supervisors in the light of your findings on this subject. OCR policy is that clerical employees shall see all clerical vacancy notices. Professionals see all vacancy notices for positions carrying their present or the next higher grade rating.

cc: DD/I

PAUL A. BOREL  
Assistant Director  
Central Reference

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**CENTRAL INTELLIGENCE AGENCY**  
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TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]	15 Nov.	PPB
2	Chas		JSE
3	ΣΧΑ	11/9	3D
4	VML	19 Nov	②
5			
6	OCR Survey File		
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

**Remarks:**

Bob: Do you have any comments to offer  
 JSE on this? I certainly have none  
 and tend to consider the matter closed

No further comment. I think  
 the memo's purpose has  
 been achieved. PPB - 15 Nov.  
 15 Nov 63

FMC

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FROM: NAME, ADDRESS AND PHONE NO.	DATE

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26 September 1963  
DATE

~~XXXXXXXXXX~~

*W7*

~~EARMAN~~ *gfr*

~~ESI/FMC & Co.~~ *Any comment?* *gfr*

~~OCR Survey Folder.~~

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